



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

TO: Superintendents, Principals, and Registrars

FROM: Donna L. Trucksess

DATE: May 7, 2009

RE: Count of State-Placed Students Due

After the last day of school for the 2009-2010 school year, we recommend that the person filling out the SPS Form 1 for state-placed ADM go to this Web page:

http://education.vermont.gov/new/html/pgm_interagency/state_placed.html

Scroll down to **Count of State-Placed Students Data Collection Form for School Year 09-10 (SPS Form 1)** Excel

Save the document on to your computer.

This document will open up to the instructions. If you look at the bottom of the document you will see another tab that says SPS Form 1. Click on this tab and it will open to the form that you need to fill out.

Fill in the top of the form and the state-placed student's info for the 09-10 school year. Remember that the total days cannot be more than 175.

Print the completed form. The Superintendent should sign the form. Send the signed form to **Donna Trucksess, Vermont Department of Education, 120 State St, Montpelier, VT 05620-2501** by **August 14, 2009**.

All schools are to submit a SPS Form 1 by August 14, 2009. If they do not have State-Placed students in their school, they are supposed to write "**none**" and submit them. All forms are supposed to be signed by the Superintendent, with an original signature, as stamped signatures will not be accepted. Before signing them, please be sure staff have completed all sections for each student. If they are not complete, they will be returned. This could jeopardize the correct computation of your FTE's to determine funding.

If you have any questions please feel free to call me at 802-828-5931 or email donna.trucksess@state.vt.us.